

Title: Section Head - Right of Way Engineering	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Right of Way Engineering	Prior Effective Date: October 18, 2010	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for ensuring the preparation of certificates of title, right of way plans, and legal descriptions needed for the appraisal and acquisition of property.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Direct and supervise a staff of technical and clerical personnel to ensure work is performed in a timely manner.
- Coordinate with Surveys and Roadway Design Divisions to facilitate plan preparation.
- Ensure adequate records and supporting documents for existing rights of way are maintained.
- Assist Department personnel and others with research related to existing right of way on all projects.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university plus six years experience in related field applicable to work performed; OR the educational equivalent to a diploma from an accredited high school plus ten years experience in related field applicable to work performed. Thorough knowledge of CADD and general surveying practices, considerable experience in right of way plan preparation, and familiarity with legal principles applicable to preparing legal descriptions. Excellent organizational, time management, and oral and written communication skills. Valid driver's license and statewide travel required.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.